

IDAHO STATE POLICE PROCEDURE

02.14 ISP/POST TRAINING FACILITY USAGE

A. General

The Idaho State Police/POST complex in Meridian includes facilities suitable for a wide variety of training needs. Facilities include: a 0.9 mile paved driving track; three tiered auditorium-style classrooms seating 50 students each, one tiered auditorium-style classroom seating 80 students, two flat classrooms seating 35 students each, a 2,800 square foot flat classroom capable of being divided into two, three or four rooms, and a computer lab with 40 personal computers; a multi-purpose room with hardwood floor containing a full basketball court; a 1,500 square foot fully equipped weight training room; a 1,500 square foot cardio training room; a 25' by 60' aquatic training tank; a one-mile outdoor running track; and men's and women's locker rooms.

B. Priority of Use

1. Training facilities are intended primarily for job-related training of Idaho state and local criminal justice employees.

2. All facilities other than Classroom "C" (a flat classroom in Building 3) can be reserved for formal training through the POST Academy scheduler at www.idaho-post.org or 884-7292. Classroom "C" can be reserved through the ISP Training Section at 884-7215.

3. Private for-profit entities may utilize facilities only when party to a written services agreement to which either the Idaho State Police or POST is also a party. Private not-for-profit entities may utilize facilities only when sponsored or sanctioned by a state, federal or local governmental agency. Other outside agencies/entities not included in these categories may reserve and utilize all facilities other than Classroom "C" in Building #3. **However, reservations will not be confirmed more than two months prior to its scheduled use.** Scheduling events more than 12 months in advance will not be allowed; entities desiring a waiver must make a written request to the Director of the Idaho State Police.

4. Priority users described below may exercise bumping rights over those listed below them at any time prior to the two-month interval, with notification to the agency previously scheduled. ISP or POST staff members exercising bumping rights will personally contact the appropriate individual at the agency being bumped; this will not be the responsibility of the POST scheduler. All formal training takes priority over individual or informal training or use. Priority of training facilities usage is:

- a. POST Academy, ISP Advanced Training Class (ATC), ISP Lateral Academy;
- b. ISP or POST in-service training classes;
- c. outside criminal justice agency in-service training classes;
- d. other formal criminal justice training classes;

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- e. agency-sanctioned individual or remedial training;
 - f. other activities not listed above (see paragraph 5 below).
5. Priority of other activities/use shall be given to:
- a. ISP employees;
 - b. non-ISP (state, local and federal) law enforcement officers, correctional officers, juvenile detention and juvenile probation officers, certified reserve peace officers, and certified communications specialists;
 - c. members of the judiciary and the state Attorney General's office; and
 - d. other non-governmental entities.

C. Personal Use of Physical Training Facilities

Certain risks are inherent in any physical activity program, including orthopedic injury, abnormal blood pressure, fainting, disorder of the heartbeat, and in rare instances, heart attack or death. Users participate at their own risk. All users of physical training facilities described in this procedure, other than current ISP and POST employees, must initially register for facility use and sign [EH 02 14-01 Physical Training Facility Waiver](#) form at the POST Academy office. **With the exception of the running track, all facilities described in this portion of the procedure are located in Building #3.**

1. Personnel eligible to use physical training facilities are:
 - a. current ISP employees.
 - b. current state, local and federal law enforcement or correctional officers, juvenile detention and juvenile probation officers, certified reserve peace officers, and certified communications specialists. .
2. During normal work hours (8-5 Monday through Friday excluding holidays), staff is normally present to assist with general questions or procedures. Users desiring specific training advice or assistance may make an appointment with the ISP Training Specialist (884-7241).
3. During non-work hours, physical training facilities are unsupervised.
 - a. A personal access card allows access through the driveway gates and to the physical training facilities via the electronic keypads on the outside wall next to the southwest and north doors of Building #3.
 - b. Non-ISP employees are assigned a card when registering at the POST Academy office.
 - c. This personal access card must be visible at all times while on the premises.
 - d. A \$20 setup fee is required for the access card.
 - e. \$20 will be charged for replacement of all lost cards.
 - f. \$20 will be charged to reactivate any cards not used for a 90-day period.

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- g. if a card is lost or stolen, the user must notify P.O.S.T. as soon as possible so the lost card can be canceled.
 - h. ISP employees use their personal access/ID card.
- 4. Usage logs are located in the weight room and the training tank area. Each user logs in and out each time either facility is used.
- 5. Lockers are assigned by the ISP Training Specialist (884-7241) and utilized as follows:
 - a. permanent assignment of lockers will only be made for ISP and POST employees who are regular users;
 - b. non-residential academy students, outside agency, and occasional users may use lockers marked for day use only;
 - c. a "day use only" locker with contents remaining more than 24 hours will have its lock cut (if locked) and the contents placed in the lost and found; and
 - d. if locker contents generate an unpleasant odor or create a health hazard, the user will be notified. Repeated problems will result in revocation of locker assignment.

D. Equipment and Training Tank Use

- 1. Use only equipment with which you are familiar. Contact an ISP Training Specialist for instruction on how to properly use a piece of equipment.
 - a. Keep exercise areas free of obstruction;
 - b. Use collars on all weight bars;
 - c. Use a spotter whenever attempting free weight maximal sets;
 - d. Do not drop weights on the floor;
 - e. Do not place bars, dumbbells or weight plates on benches; and
 - f. Replace all weights and other equipment when finished exercising. Rack all bars, dumbbells, and weight plates. Do not leave plates on bars.
 - g. Balls and other equipment are stored in the storeroom off the north side of the multi-purpose room. Replace equipment neatly when finished.
- 2. Equipment is inspected and maintained regularly. Users must report any broken, damaged, or poorly functioning equipment to the ISP Training Specialist (884-7241) or POST Academy (884-7250).
- 3. The training tank is unattended except for formal training sessions. Do not swim alone. Users swim at their own risk. No lifeguard is on duty.
 - a. Swimmers' safety rules are posted on the south wall of the training tank area.
 - b. A warm, soaped shower is required before entering training tank.
 - c. No headfirst diving is allowed anywhere in the training tank.
 - d. Walk at all times. The deck area can become slippery.
 - e. Do not touch the car or its hoist mechanism. The submersible automobile is for class training only.

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- f. Put all safety and training equipment on the deck neatly back in its proper place.
4. The training tank mechanical rooms are off limits to users. Any apparent mechanical problems must be reported immediately to the ISP Training Specialist (884-7241) or POST Academy (884-7250).

E. General Information

1. Facility use rules are contained in the waiver signed when you register.
2. Failure to abide by facility rules may result in the loss of user privileges.
 - a. Appropriate attire must be worn in the facility at all times.
 - (1) shirts must always be worn (no sports bras or half shirts)
 - (2) athletic shoes must be worn in all areas (stocking feet are allowed in the cardio room);
 - (3) shoes must be clean and free of mud and dirt;
 - (4) swimsuits or clean gym trunks must be worn in the training tank.
 - b. Athletic shoes with non-marking soles are required in the multi-purpose room.
 - c. No food, drink (except water), or tobacco products (including smokeless) are allowed in the facility.
 - d. Wipe down exercise equipment after use with disinfectant and cleaner provided.
 - e. Personal items left in the facility are placed in a "lost and found" box located in the athletic injury room (across from the weight room). Unclaimed items are disposed of approximately every sixty (60) days.
 - f. A file cabinet located in the weight room contains workout cards. Users are encouraged to record workouts. Cards may be filed alphabetically or kept with the user.
3. Emergency procedures are posted on the bulletin board in the weight room.
4. First aid kits are located in the weight room, athletic injury room and training tank area. Orthopedic injuries (sprains, strains, etc.) should be treated with ice first. An ice machine, with a supply of plastic bags, is located in the athletic injury room.
5. All injuries must be reported on Mishap Report forms located in the weight room file cabinet. Submit the report to the ISP Training Specialist. Any wall phone may be used for an emergency by dialing "8-911."
6. An Automatic External Defibrillator (AED) is also located in the athletic injury room. The AED is to be used by certified users in case of heart attack or other conditions that may cause heart fibrillation.